



TENTATIVE PARCEL MAP FOR MINOR SUBDIVISIONS STAFF CHECK LIST

TPM Number _____ Accepted for filing _____ by _____
Date Name

MORATORIA: Check YES, if project is affected by a moratorium. Refer to moratorium book under name of area.

YES NO
☐ ☐

ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION

- ☐ ☐ Discretionary Permit Application Form (DPLU #346). Make sure the applicant has filled out the front and signed the back.
- ☐ ☐ Evidence of Legal Parcel (DPLU #320).
- ☐ ☐ Improvement Certificate on underlying PM. If yes, can subdivision be accepted? YES NO
☐ ☐
- ☐ ☐ Deed of current owner.
- ☐ ☐ Two (2) copies of the Preliminary Title Report, not more than six months old.
- ☐ ☐ Ownership information, if a corporation, partnership or trust.
- ☐ ☐ Associated requests for Rezones, Major Use Permits, Variances, Administrative Permits, Boundary Adjustment, Certificate of Compliance being filed concurrently. Case number

- ☐ ☐ Fire Letter (DPLU #399F).
- ☐ ☐ School Letters (DPLU #399SC). Letter for each applicable school district.
- ☐ ☐ Sewer Letter (DPLU #399S).
- ☐ ☐ Water Letter (DPLU #399W).
- ☐ ☐ Acknowledgement of Filing Fees and Deposits (DPLU #126).
- ☐ ☐ Two (2) copies of a Stormwater Management Plan.
- ☐ Authorization Form for Pre-Scoping Meeting (DPLU #176). Make sure the applicant has signed the form. If the applicant is requesting a Pre-Scoping Meeting, write the date, time and Conference Room on DPLU #176. Make a copy for the applicant, keep the original with the submittal.

PUBLIC NOTICE PACKAGE

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's Map(s) properly marked. |
| <input type="checkbox"/> | <input type="checkbox"/> | Typed list |
| <input type="checkbox"/> | <input type="checkbox"/> | Gummed labels. |
| <input type="checkbox"/> | <input type="checkbox"/> | One set of stamped and addressed envelopes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Form #277 with a vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification Forms #299 and #514. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium conversion requirements, if applicable; signed affidavit and 1 set of stamped and addressed envelopes. |

ENVIRONMENTAL DOCUMENTS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of AEIS (#367), USGS map with site marked and photographs with directions marked: OR |
| <input type="checkbox"/> | <input type="checkbox"/> | Request to review prior environmental documents (#366), four (4) copies of AEIS (#367), USGS map with site marked and photographs with directions marked; OR |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) copies of a Draft Environmental Impact Report and 2 copies of a letter requesting waiver of AEIS; OR |
| <input type="checkbox"/> | <input type="checkbox"/> | Urban Minor Subdivision Environmental Review Exemption (DPLU #314), USGS map with site marked and photographs with directions marked, and bright orange exemption request card: OR |
| <input type="checkbox"/> | <input type="checkbox"/> | Exempt if a condominium conversion; OR |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Handling Form (DPLU #341) completed by DPLU staff planner/analyst. |

RESOURCE PROTECTION STUDY (DPLU #374)

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Slope analysis (2 copies). |
| <input type="checkbox"/> | <input type="checkbox"/> | Encroachment/Open Space Map, if applicable (2 copies).
a) septic/leach lines; b) feasible grading; c) flood plain; d) proposed lot lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Flood Plain Evaluation (DPLU #394). |

MAPS AND SEPIAS

- | | | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Master Parcel Plan: 6 prints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of map: 1 sheet, 18" x 26". |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies: 30 folded prints. |

STATEMENTS ON THE MAP AND SEPIA

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Certification Statement. |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale (engineers). |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Health Department Certification and Number, if septic and/or wells. |
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's tax rate area, book, page and parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | Abbreviated legal description. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, telephone number and signature of all property owners and applicant.
Title of signer if corporation, partnership or trust. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, telephone number and signature of engineer, surveyor or other preparer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning box, existing and proposed, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | General Plan Regional Category. |
| <input type="checkbox"/> | <input type="checkbox"/> | General Plan Land Use Element Designation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of Community Plan, and if applicable, Name of Specific Plan Area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Status of legal access. |
| <input type="checkbox"/> | <input type="checkbox"/> | Associated permit numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Solar access statement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vesting Tentative Parcel Map, if applicable (residential projects only). Site Plan must be
filed at the same time Vesting TPM is filed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Statement, if applicable. If residential, include number of dwelling units. |
| <input type="checkbox"/> | <input type="checkbox"/> | If condominium conversion must have a table showing the number of bedrooms per
dwelling unit. |

DISTRICTS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer (or septic). |
| <input type="checkbox"/> | <input type="checkbox"/> | Water (or wells). |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire. |
| <input type="checkbox"/> | <input type="checkbox"/> | All school districts (elementary, junior and senior high). |

DESIGN

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Numbering of parcels or condo units. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of all property lines (the subdivision and the parcels). |
| <input type="checkbox"/> | <input type="checkbox"/> | Gross and net area of each parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements for other than road purposes, existing or proposed, and width. |
| <input type="checkbox"/> | <input type="checkbox"/> | Streets: approximate grades, widths, names, radii of curves, cross section, public or private. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading plan shall show grading for construction or installation of all improvements to serve the subdivision and feasible grading for the creation of building sites on each lot together with driveway access thereto. Place a label titled "Preliminary Grading Plan" on four (4) copies of the Tentative Parcel Map whether the preliminary grading is shown on the map or on a separate sheet. (This will ensure that the maps get reviewed for grading issues by DPW). |
| <input type="checkbox"/> | <input type="checkbox"/> | Pad elevations, where applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Topography shown and extending 100 feet outside property boundaries. Source of topography, including map number. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water courses, flow directions, storm drains, widths and areas subject to inundation, where appropriate, extending 100 feet outside property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing buildings, traveled ways and streets on subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Conversion: All structures, setbacks, walkways, parking, trash areas, and recreation areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Circulation Element Road(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Ordinance. (Check YES if applicable.) |
| <input type="checkbox"/> | | The project has been deemed complete pursuant to the California Government Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application. |

ENTERED ON FILE COPY OF MAP

Ownership Verification (OWN): Okay or see Deed(s) ☐

Tax Rate Area (TRA) ☐

Improvement Valuation (IMPS) ☐